

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
April 20, 1988



ALL COUNTY INFORMATION NOTICE I-31-88

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REPRINT OF THE FOOD STAMP POLICY QUESTION FORM, FS 3

This is to advise you that the Food Stamp Policy Question form, FS 3, will no longer be printed on NCR paper but will be available in tablets of 50. The CWD may either photocopy the FS 3 or use carbon paper to obtain a copy for your own records when requesting regulation interpretation. Please note that the form has also been revised to reflect the correct mailing address.

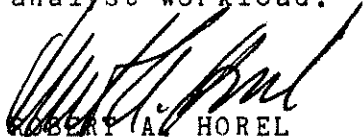
To facilitate accurate, complete and timely responses to policy questions, we request that questions be sent to the AFDC and FS Policy Implementation Bureau on the Food Stamp Policy Question form (FS 3). A copy of this form is attached. Additional forms may be ordered on the GEN 727B from the DSS Warehouse, P.O. Box 22429, Sacramento, CA 95822-3799. There will be no charge for these forms. Since the FS 3 has no implementation date, CWDs and SDSS warehouse may continue to use current stock until exhausted.

There is no need for a cover letter when submitting the FS 3; simply mail the completed forms to the AFDC and Food Stamp Policy Implementation Bureau, 744 P Street, M.S. 16-31, Sacramento, CA 95814. Please complete only Sections 2, 3, 4, 6, and 9 of the form as the other sections are for state use. Also, complete a separate form for each subject about which you are inquiring. Retain a copy of the FS 3 for your records and mail the original to the AFDC and Food Stamp Policy Implementation Bureau.

The "Food Stamp Policy Question" form is the primary avenue for requesting policy information; however, questions may be asked via telephone when a written response will not meet your immediate needs.

The Food Stamp Policy Implementation Unit (FSPIU) staff may be contacted at (916) 322-5330. The four analysts who are assigned phone duty on a rotating daily basis are Kathie Birmingham, Carole Geller, Michele Hansen, and Mike Papin. Unlike the AFDC Policy Implementation Unit, since FSPIU analysts are not assigned specific regulation sections or counties, the phone analyst of the day will respond to your policy question.

We hope the use of the FS 3 and the FSPIU phone assignment system will result in more timely and accurate responses to CWD inquiries. We appreciate your cooperation in this endeavor to even out the analyst workload.



ROBERT A. HOREL
Deputy Director

Attachment

cc: CWDA

FOOD STAMP POLICY QUESTION

INSTRUCTIONS. Complete only items 2, 3, 4, 6, and 9 of the form. Use a separate form for each subject. Retain a copy of the FS 3 for your records and mail the original to the Food Stamp Policy Implementation Unit, 744 P Street, M.S. 16-31, Sacramento, California 95814

1. FSPIU LOG NUMBER

EXCLUSION CODE IF APPLICABLE

APPROVED BY DATE

2. MANUAL REFERENCE

3. SUBJECT

4. REQUESTED BY (NAME AND COUNTY)

5. ANSWERED BY

ADDRESS MAIL STATION

TELEPHONE NUMBER

6. DATE REQUESTED

7. DATE ANSWERED

8. FSQUAD DATE

9. QUESTION

10. ANSWER (FSPIU USE ONLY)